

IN THE DISTRICT COURT OF JOHNSON COUNTY, KANSAS

\_\_\_\_\_  
\_\_\_\_\_, Plaintiff

Case No. \_\_\_\_\_

VS.

\_\_\_\_\_  
\_\_\_\_\_, Defendant

**REQUEST AND SERVICE INSTRUCTION FORM**

**To: Clerk of the District Court**

The Clerk of the Court will issue a \_\_\_\_\_ in the above entitled  
action for \_\_\_\_\_

Whose address for service is: \_\_\_\_\_  
\_\_\_\_\_

Service is request as indicated:

- a. Service through the office of the Sheriff of \_\_\_\_\_ County, State  
of \_\_\_\_\_, other than by certified mail. Returns may be faxed to (913)791-5162, 7  
days a week, 24 hours a day.
- b. Service by an authorized Process Server.
- c. Certified mail service by the undersigned litigant or attorney, who understands that their responsibility to  
obtain service and to make the return to the Clerk. The postal receipt for service must be filed with the  
Clerk's office to prove service.
- d. Certified mail service by the office of the Sheriff of Johnson County, State of Kansas. The Sheriff of  
Johnson County does not do out-of-state service by certified mail.

\_\_\_\_\_  
Plaintiff/Defendant

\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email address